

Chief, Personnel Branch, A&M

2 October 1

Executive for Administration and Management

Policy on Travel re Personnel Procurement

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1. A change is being issued to [REDACTED] to provide that no prospective employee may be brought to Washington for interview under any circumstances without the prior approval of the Director personally in each case. These instructions apply to all activities of CIA, including the Office of Special Operations.

2. No travel for recruiting purposes will be performed without my prior approval in each case. Requests for travel for recruiting purposes will be transmitted to the Executive for A&M with sufficient detail, to include anticipated results and grade levels of employees it is expected to procure as a result of such trips. An estimate of requirements for unvouchered funds will be submitted in detail in each case.

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